

# ASHLEY PITTMAN

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## PROFILE

Enthusiastic, self-motivated, and driven individual with strong teamwork and communication skills, devoted to educating and preparing students for positions of responsibility in their personal and professional lives.

## EDUCATION

University of West Georgia, Carrollton, Georgia

- **Master of Arts in Teaching**-Concentration in Business Education
- Expected Completion: April 2013

University of West Georgia, Carrollton, Georgia

- **Bachelor of Business Administration**- Concentration in Business Management
- Completion: December 2006
- GPA: 3.26

Berry College, Rome, Georgia

- Attendance: August 2003-December 2003
- Transfer GPA: 3.14

## EXPERIENCE

University of West Georgia, Carrollton, Georgia

### GRADUATE ASSISTANT

Business Education

Marketing and Real Estate Department

August 2011 to December 2012

- Support the teaching staff as a Teaching Assistant for four classes: Business Communications taught by Dr. Susan Hall, Assistant Professor; Web Design taught by Dr. Sunil Hazari, Associate Professor; Business Communications taught by Ms. Sandra Thompson, Director of Business Education Programs and Lecturer; and Business Challenges taught by Dr. Beheruz Sethna, Professor of Business Administration and University President.
- Proctor examinations for professors and the Richards College of Business.
- Tutor students by assisting them in the understanding of course material.
- Organize and maintain the Business Education website; involving use of RedDot software.
- Assist staff in the execution and evaluation of research projects including literature reviews, surveys, and data collection analysis.
- Compile and create testing material for Business Communication courses (undergraduate/graduate).
- Produce written and visual materials for course curriculum and flyers.
- Compile data for accreditation process for the Association to Advance Collegiate Schools of Business, National Council for Accreditation of Teacher Education, and the Professional Standards Commission.
- Assist the Director of Business Education with administrative duties including program administration, promotion, records retention, and recruitment.

Douglas County Public School System, Douglasville, Georgia

### SUBSTITUTE TEACHER

October 2010 to May 2012

- Perform essential classroom duties in elementary, middle, high school, and special education classrooms, while maintaining state and district educational curricular guidelines.
- Present educational materials employing diverse teaching strategies designed to effectively address student learning styles and abilities, including lecture, discussion, demonstration, cooperative learning, and individualized instruction.

- Provide educational continuity by implementing established lesson plans while exercising professional judgment to introduce new material.
- Develop and maintain positive interactions with students, faculty, and administrators building a rapport, gaining respect and trust to ensure an environment conducive to learning.

## **SCHOLARLY WORK**

- Social Media and User Loyalty in the Journal of Business Research. Journal article in progress.  
Co-authors Dr. Sunil Hazari and Dr. Jack Wei

## **ACADEMIC HONORS AND AWARDS**

- Who's Who Among Students in American Universities and Colleges- Recipient (2012-2013), University of West Georgia, Carrollton, Georgia
- Delta Pi Epsilon/National Business Education Association Vivian Crumpler Scholarship Recipient- (2012-2013 school year), University of West Georgia, Carrollton, Georgia
- Gibson/Overton/Peete Memorial Scholarship Recipient- (2012-2013 school year), University of West Georgia, Carrollton, Georgia
- Evelyn Taylor Greer Memorial Scholarship Recipient- (2012-2013 school year), University of West Georgia, Carrollton, Georgia
- Omicron Delta Kappa, University of West Georgia Circle- National Leader of the Year Award- Nominee (2012)
- Omicron Delta Kappa, University of West Georgia Circle- Leader of the Year Award Recipient- (Spring 2012), University of West Georgia, Carrollton, Georgia
- Who's Who Among Students in American Universities and Colleges- Nominee (2011-2012), University of West Georgia, Carrollton, Georgia
- Hope Scholarship (2003-2006), University of West Georgia, Carrollton, Georgia
- Dean's List- Fall Semester 2005, University of West Georgia, Carrollton, Georgia
- Dean's List- Summer Semester 2004, University of West Georgia, Carrollton, Georgia

## **ACADEMIC ORGANIZATIONS**

- Richards College of Business Dean's Council of Student Leaders  
Member: September 2011-Present  
- Representative for Business Education Programs and Delta Pi Epsilon/National Business Education Association

## **PROFESSIONAL ORGANIZATIONS**

- Omicron Delta Kappa (ODK)—Member: 2012-Present ; President: July 2012- Present
- Georgia Association for Career and Technical Education (GACTE)—Member: 2012-Present
- Kappa Delta Pi (KDP)—Member: 2012-Present
- Phi Kappa Phi (PKP)—Member: 2012-Present
- Georgia Association of Educators (GAE)—Member: 2011-Present
- Delta Pi Epsilon (DPE)—Member: 2011-Present

## **PROFESSIONAL DEVELOPMENT**

- Career, Technical, and Agriculture Education: Work Based Learning Boot Camp North Summer Session 2012, (June 11-June 14)—3 PLU's and Certificate Earned

## **VOLUNTEER WORK**

- New Manchester High School, Douglasville, Georgia  
CLOCK AND SCOREBOARD WORKER  
January 2012-Current  
New Manchester Jaguar Boys/Girls Soccer
- University of West Georgia, Carrollton , Georgia  
DELTA PI EPSILON LIAISON  
October/November 2011 and 2012  
Cans For A Cause Food Drive for the Carrollton Soup Kitchen
- West Metro Soccer Club, Dallas, Georgia  
TEAM MANAGER  
August 2011-November 2011  
U-8 Boys Soccer, Team: Sharks

## **CONFERENCES**

- Omicron Delta Kappa National Leadership Summit and Convention 2012, (July 26-29),  
Charlotte, North Carolina-Delegate for the University of West Georgia Circle

## **SKILLS**

- Strong organizational skills with a proven ability to establish priorities and work concurrently on a variety of projects.
- Proficient in Microsoft Office software.
- Strong communications skills both written and verbal.
- Strong leadership skills.

## **REFERENCES**

Available upon request.

